

Position: Licensed Vocational Nurse

Salary Range: 31

Summary

Provide health services to students with specialized physical health care needs under guidelines provided by student's medical doctor or the school nurse; assist the teacher in instructional tasks, routine record keeping, and student supervision.

Distinguishing Characteristics

This position works independently under the direction of a certificated and licensed school nurse. This position is under the direct supervision of the Director of Students Services

Essential Duties and Responsibilities

(Incumbents may perform any combination of the essential functions shown below. This job description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Provide, after training, the following medical procedures including, but not limited to, administration of medication including insulin, blood glucose checks, insulin pump use, catheterization, NG tube feeding, changing tracheostomy tubes and ties, machine suctioning, colostomy/ileostomy, gastrostomy tube feeding, mechanical ventilation, nasal cannula, oxygen supplementation, and syringe suctioning; Procedures will be monitored by the school nurse.
- Care for ill students in the classroom; take action in emergency situations; assist students with personal care.
- Perform a variety of record-keeping activities involving charting student progress and the administration of medical procedures according to established procedures; set up and maintain student health, immunization, and emergency medical records; assist school nurse with physical screening and other appraisal evaluations; assist with head lice checks.
- Assist students in instructional activities; help students with arts and crafts, help with student supervision
- Maintain health office, medical supplies, and equipment
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities
- Perform related duties as assigned

Qualifications**Knowledge and Skills**

- Cardiopulmonary resuscitation (CPR) and first aid
- Skills as expected of licensed vocational nurse
- Correct English usage, spelling, grammar, punctuation, vocabulary, and mathematics skills
- Interpersonal skills using tact, patience, and courtesy
- Medical record keeping, filing and confidentiality requirements
- Health and safety regulations

Abilities

- Perform the basic function of the position
- Maintain accurate and confidential records

- Respond effectively to emergencies
- Work cooperatively with students, teachers, nurses, and others
- Work under direction
- Perform moderate lifting of students according to safety regulations
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities
- Communicate effectively, both orally and in writing
- Understand and follow oral and written instructions
- Meet state and district standards of professional conduct as outlined in Board Policy

Physical Abilities

- Requires ambulatory ability to go to different locations
- Requires speaking and hearing to communicate in person or over the phone
- Requires visual acuity to read words, numbers
- Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time.
- Requires sufficient arm, hand, finger dexterity in order to operate a personal computer keyboard, typewriter, and other office equipment.

Education and Experience

- Graduation from high school, one year of experience working with school-age children in an organized setting preferred.
- Incumbents must have completed the required accredited units for Licensed Vocational Nurse (LVN) Certification and possess an active license. Two years of experience working as a LVN preferred

Licenses and Certificates

- Hold a valid California driver's license and provide proof of insurance
- CPR and First Aid certificate required
- Licensed Vocational Nurse training (LVN) required
- Willingness to travel to multiple sites with mileage reimbursed

Working Conditions:

Sample Environment:

- Health office, classroom, or diversified special education classroom, and bus environment; drive a vehicle to conduct work

Sample Physical Abilities:

- See to monitor students; hear and speak to exchange information; dexterity of hands and fingers to perform health care procedures; bend at the waist or crouch; stand and walk for extended periods of time; push wheelchairs; transfer students to and from bus; dress and lift students; moderate lifting of students.

Sample Hazards:

- May experience exposure to bodily fluids and infectious diseases